



CLOSING DATE:

June 30, 2013

CAREER OPPORTUNITY: Building Official



START RATE: \$2,941.36 bi-weekly to \$3,328.00 bi-weekly BOQ plus a variety of payroll incentives for specific licenses.

AVAILABILITY: Immediate

GENERAL JOB DUTIES INCLUDE:

Under direction of the Director of Development Services, manages, organizes, plans and coordinates the work of the division including plan review, building inspection, code inspection and permit processing. Interact with management staff, City Council, Construction Board, Planning and Zoning Commission and Zoning Board of Adjustments as needed.

- Prioritizes and assigns responsibilities for Division Personnel.
- Assist in the development and implementation of goals, objectives, policies and priorities of the division.
- Authorize issuance of permits.
- Reviews plans and specifications and performs on-site inspections to verify compliance with code requirements including: quality of materials and methods of construction for footings, foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, plumbing, electrical installations, zoning requirements, sign regulations and other construction work.
- Recommends to the Director of Development Services corrective or disciplinary action as may be required for improving substandard performance or improper actions of division personnel.
- Assist with drafting the division's annual budget.
- Prepare statistical data related to construction.
- Authorizes the determination of Dangerous/Nuisance Structures.
- Perform research and recommend building and related code changes.
- Provide technical information to appeal boards staffed by department.
- Counsel builders, designers, architects and owners on code and procedural issues.
- Read maps, plans, documents.
- Coordinates division personnel in the event of a natural disaster or other emergency and completes duties as assigned through the City's Emergency Operations Center.
- Prepare graphic representations by hand or with computer-aided software, and make corrections as needed.
- Communicate effectively and courteously in English; make presentations to Council and Boards as applicable.
- File complaints in Municipal Court when necessary to gain compliance of code violations.
- Estimate value of construction to determine appropriate permit fees.
- Perform tasks on own initiative. Expected to show considerable professional judgment.
- Maintain excellent attendance record.
- Operates a motor vehicle in carrying out the business of the department and the City.
- Demonstrate good interpersonal skills with the public, City staff members, contractors and the City Council.
- Perform as a responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.

- Act in a civil, respectful manner at all times to management, co-workers and others.
- Other duties as may be assigned.

OTHER JOB FUNCTIONS:

Drive to construction sites. Issue tickets for violations. Maintain good records of all department activities.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Five years of increasingly responsible experience as a municipal building inspector with a minimum of three years of supervisory experience of a professional nature in municipal building inspections and/or construction and inspection of public, commercial, industrial or residential building.

Knowledge of:

- Civil engineering principles, practices and methods as related to structural engineering;
- Principles and practices of organization, administration, personnel and budget management, including supervision, training and performance evaluation;
- Principles and practices of the Uniform building, Plumbing, Mechanical and Electrical Codes, and pertinent State and County codes and ordinances;
- Principles of structural design, engineering mathematics, and soil engineering;

Ability to:

- Organize, direct and coordinate the activities of a major division in a manner conducive to full performance and high morale;
- Analyze, interpret and check complex plans, specifications, calculations, laws and regulations;
- Use computer hardware and software, preferably an automated permitting and inspection system;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work additional hours outside of normal business hours as needed, including attending Council meetings, Board meetings and similar occasions.
- Maintain an acceptable attendance history.
- Pass a pre-employment drug screening test, physical, criminal background check and other pre-employment process as may be required (psychological, leadership skills, etc.)

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High School diploma or equivalent. Bachelor's Degree from an accredited college or university with major course work in structural, mechanical or civil engineering architecture or a closely related field preferred.

REQUIRED EMERGENCY MANAGEMENT TRAINING:

This position requires the completion of NIMS training courses 100 and 700 upon hiring or within six months of employment/transfer/promotion. Courses 800, 300 and 400 must be attained within the first year of employment.

Licenses or Certificates

State of Texas Plumbing License within one year of employment

ICC Building Official Certificate

ICC Plans Examiner Certificate

ICC Electrical Inspector Certificate

ICC Building Inspector Certificate

ICC Mechanical Inspector Certificate

Valid Texas Driver's License

CURRENT BUILDING INSPECTOR LICENSE PREFERRED AND WILL TAKE PRECEDENCE IN OUR PROCESS.

TO APPLY: Visit our website at www.wylietexas.gov to print an application or call 972-516-6040 to receive an application by mail. Please include a cover letter, resume and application and mail or hand deliver to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098.

If you have questions or would like additional information, please call 972-516-6040.